

2/10/23

# **WDB/CHIEF ELECTED OFFICIAL AGREEMENT**

**WHEREAS**, the Governor of the State of New Jersey has designated the County of Gloucester, hereinafter referred to as "County", a local workforce investment area in compliance with the Workforce Innovation and Opportunity Act of July 2014, hereinafter referred to as "WIOA,"

**WHEREAS**, WIOA requires that the County establish a Workforce Development Board, hereinafter referred to as the "WDB", and the Gloucester County Board of Chosen Commissioners, hereinafter referred to as the Local Board, following WIOA and in the best interest of the County, have appointed the members,

**WHEREAS**, for purposes of administering the WIOA and for entering into and implementing agreements in accordance with WIOA, the Chief Local Elected Official is the Commissioner Director,

**WHEREAS**, The County of Gloucester, a designated workforce area, has created and continues to maintain a One-Stop delivery system that enhances the range and quality of workforce development services, and;

**WHEREAS**, Section 107 of WIOA requires that the WDB and County enter into an agreement that sets forth the respective roles and responsibilities of each party as partners in the administration of workforce development programs operated in the local workforce investment area; and

**WHEREAS**, the WDB and the County are willing to work in partnership to foster the implementation of the ACT, its regulations and guidelines, as mandated by WIOA;

**NOW THEREFORE, BE IT AGREED UPON** that each party involved will be responsible for specific duties as follows:

**County of Gloucester:**

- ◆ The Chief Elected Official in the local area shall serve as the Fiscal Agent/local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under Section 3 (9) of the Workforce Innovation and Opportunity Act of 2014.
  
- ◆ The local grant recipient or an entity designated as the fiscal agent shall disburse such funds for WIOA activities at the direction of the local Workforce Development Board pursuant to the requirements of this title, if the direction does not violate a provision of WIOA. The local grant recipient or entity designated as fiscal agent shall disburse the funds immediately on receiving such direction from the local board.

- ◆ Consistent with WIOA and with guidelines prepared and issued by the State Employment and Training Commission, appoint individuals to the WDB that represent the following entities:

Private Sector (Business)  
The County Economic Development Agency  
County Vocational/Technical School  
County Superintendent of Schools  
County Division of Social Services  
Workforce New Jersey Manager  
County College  
Vocational Rehabilitation  
One-Stop Operations  
Adult Education/Literacy Representative  
Community Based Organizations  
Organized labor

Membership appointments will be made by the Chief Elected Official or designee upon recommendation from the WDB. Membership is a joint effort of local elected officials, the business community, the local community, labor federations, and current WDB members.

Provisions for Removal of Members:

- (1) Unacceptable attendance record in accordance with Section 2, of the Gloucester County WDB By-Laws; or
- (2) Moving their business or residence (either one must remain in the County) out of the Gloucester County Workforce Area, or
- (3) A change in employment that affects the required sector they represent on the WDB.

- ◆ Consistent with the WIOA and with guidelines prepared and issued by the State Employment and Training Commission, assist the WDB in identifying and confirm the appointment of members of the Gloucester County's Youth Council.
- ◆ Utilize funds available to the workforce area through WIOA and other workforce development grants to provide the WDB with adequate financial support and in-kind resources in order to adequately perform the mandated responsibilities.
- ◆ Designate a member of the Board of Chosen Commissioners to act as a liaison to the WDB.
- ◆ The CEO retains the rights as the fiscal Agent to the Workforce Development Board directly and by way of delegation to have WDB personnel report all plans and activities to the CEO and/or designated Entity.

- ♦ The CEO retains the right in accordance with applicable laws and regulations to designate Rowan College of South Jersey the entity under which personnel will be directed.
  - ♦ To direct all employees of the WDB;
  - ♦ To hire, promote, transfer, assign and retain employees or take other disciplinary action against employees;
  - ♦ To determine the methods, means, and personnel by which operations are to be conducted;
  - ♦ Approve designation or certification of the One-Stop Operator of the Gloucester County American Job Center;
  - ♦ To contract and/or sub-contract work including but not limited to professional and other specialized services;
  - ♦ To take whatever action may be necessary to comply with State and Federal law and regulations;
  - ♦ To maintain the efficiency of the government operations entrusted to it.

Rights, Benefits, and Privileges of Employees: A full time Workforce Development Board staff shall adhere to and be covered by the terms and conditions of employment as set forth in the Shared Service Agreement between the Workforce Development Board, Rowan College of South Jersey and the County Of Gloucester. All matters affecting the wages, hours, and other terms and conditions of employment which are not specifically governed by this agreement, remain with the discretion of Rowan College of South Jersey.

A copy of the Agreement that covers the rights, benefits and privileges of WDB employees is on file with the Gloucester County Board of Commissioners, and the Gloucester County Workforce Development Board, Rowan College of South Jersey and a copy is given to all employees.

In cooperation with the WDB, provides guidance to assist in the ongoing operation of Gloucester County's American Job Center System including, but not limited to, developing memorandums of understanding with WIOA partners, and conducting oversight of the American Job Center system.

### **Workforce Development Board**

In accordance with WIOA section 107 (a) the local Workforce Development Board is responsible for:

- ♦ Developing workforce development plans and conducting oversight of the four core programs at/of the One-Stop/American Job Center system, youth activities, and employment and training activities under Title I, II, III and IV of WIOA

- ◆ Selecting eligible youth service providers based on the recommendations of the youth council, and identifying eligible providers of TANF, adult and dislocated worker career services and training services, and maintaining a list of eligible providers with performance and cost information, as required in WIOA section 122.
- ◆ Perform oversight of programs operated under WIOA and other workforce development programs serving a similar purpose thereto.
- ◆ Designate or certify the Gloucester County One Stop-American Job Center Operator, with Agreement of the CEO.
- ◆ Developing a budget for the purpose of carrying out the duties of the WDB, subject to the approval of the Chief Elected Official.
- ◆ Negotiating and reaching agreement on local performance measures with the Chief Elected Official and the Governor.
- ◆ Assisting the Governor in developing the State-wide employment statistics system under the Wagner-Peyser Act.
- ◆ Coordinating workforce investment activities with economic development strategies and developing employer linkages.
- ◆ Promoting private sector involvement in the State-wide workforce investment system through effective connecting, brokering and coaching activities through intermediaries such as the One-Stop operator in the local area or through other organizations to assist such employers in meeting hiring needs.
- ◆ Create strategic planning and workforce investment system; prioritize with other Workforce Development Boards that serve a similar purpose.
- ◆ The WDB, in cooperation with the Chief Elected Official, appoints a youth council as a subgroup of the WDB and coordinates workforce and youth plans and activities with the youth council, in accordance with WIOA section 107 (d) (10)(A-H).
- ◆ WDBs which are part of a State designated region for regional planning must carry out the regional planning responsibilities required by the State in accordance with WIOA statewide rapid response activities, as described in section 134(a)(2)(A); A description of the replicated cooperative agreements (as defined in section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will

enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

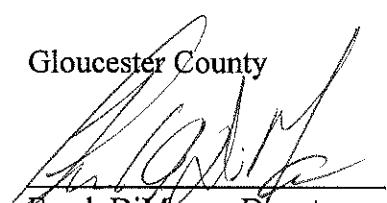
- ◆ The WDB must conduct business in an open manner as required by WIOA 107(e), by making available to the public, on a regular basis through open meetings, information about the activities of the WDB, including information about the local plan before submission of the plan, and about membership, the designation of the One-Stop Operator, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the WDB (WIOA Section 107 (e))

**NOW THEREFORE**, after the above responsibilities have been delineated for each party involved, the Chief Elected Official of the County and the Gloucester County WDB, enter into this Agreement on this 10<sup>th</sup> day of May.

It is understood that this Agreement shall in no way limit or otherwise infringe upon Gloucester County's or the WDB's ability to exercise options available under WIOA or the applicable regulations.

This Agreement shall become effective May 10, 2023 and shall remain in effect unless mutually modified or terminated by all parties hereto mentioned.

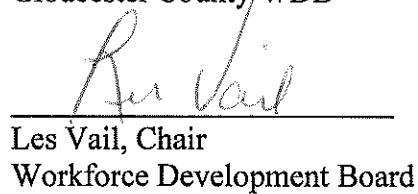
Gloucester County



Frank DiMarco, Director  
Board of Chosen Commissioners,  
Chief Local Elected Official

5/10/23  
Date

Gloucester County WDB

  
Les Vail  
Les Vail, Chair  
Workforce Development Board

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Date